

STATE OF DELAWARE
Federal Food Commodities Program
P. O. BOX 299
DELAWARE CITY, DE 19706

TEFAP Review

Name of Agency _____

Address _____

Primary Contact _____

Phone Number _____

1. Date of Review: _____ Were any deficiencies found? _____
2. Follow-up review necessary? _____
3. Date of Last review: _____ Were deficiencies corrected? _____
4. Is there a signed agreement? _____
5. Does this facility redistribute or deliver USDA commodities? _____
6. Is there a signed agreement between EFO and Sub-distribution agency? _____
7. Are USDA commodities inspected at delivery by EFO? _____
8. Does the EFO screen all participants for eligibility using approved State of Delaware Eligibility requirements? _____
9. Do people in charge know how to handle foods not fit for distribution? _____
10. Have there been any USDA commodity losses in the past year? _____
11. Have losses been reported to the State of Delaware Federal Food Commodities Program? _____
12. Are USDA commodities distributed in accordance with State of Delaware Agreement? _____
13. Do you receive USDA commodities from any source other than the State of Delaware? _____
14. How do you calculate your daily participation? _____
15. What is your daily participation? _____

TEPAF CIVIL RIGHTS (CR) COMPLIANCE REVIEW FORM

Reviewer questions to ask at EFO/Site Review:

1) Do potentially eligible persons and households have an equal opportunity to participate in the program?

2) Are project areas displaying the USDA nondiscrimination posters in prominent areas?

3) Is the discrimination statement included on all printed materials such as applications, pamphlets, forms or any other program materials distributed to the public?

4) A. Is program information being made available to potential eligible persons, program applicants, and participants?

B. Is the program information being provided in a bilingual manner where services are being delivered in a language minority area?

C. Are program changes publicized, such as, revised eligibility standards, new locations, hours of operation, etc?

D. Is the local agency or sub recipient providing program information on a regular basis to organizations, especially minority and grassroots organizations within the community that may assist the local agency in reaching potential eligible populations?

5) Are CR complaints being handled in accordance with procedures outlined in FNS Instruction 113-3 or Or other regulations, policies and guidance?

6) Is the CR Discrimination Complaint Form displayed and easily accessible to all participants/applicants?

7) Has the local agency or site conducted CR Training for its Staff? If the answer is yes, when?

Storage and Inventory

1. Is FIFO being used? _____
2. Are physical inventories maintained? _____
3. How long are physical inventories maintained? _____
4. Are Damaged and/or lost foods reported and recorded? _____
5. Are records maintained for Delivery? _____
6. Are records maintained for distribution? _____
7. What is condition of USDA Commodities at time of review? _____
8. Are USDA Commodities stored properly? _____

Temperature _____

Racking _____

Security _____

Segregated from chemicals _____

Protected from insects and rodents _____

9. Are sanitary conditions acceptable? _____
10. What is overall condition of warehouse or storeroom? _____
11. What, if any, specific repairs are needed? _____
12. What is condition of equipment? _____
13. What is name of exterminator? Is there a contract? _____
14. Are all USDA commodities stored at this location? _____

Agents

Comments _____

Signature of Authorized Representative

Date

Signature of Inspecting Agent

Signature of Reviewer